

MontanaLibrary2Go Selection Team
Guidelines for selecting titles/library rotation (Updated October 2013)

A different library from the Selection Team will be in charge of selecting titles each month on a rotating basis. The following libraries will rotate this task:

Bozeman Public Library
Lewistown Public Library
Flathead County Library
Great Falls Public Library
MSU Billings
Lewis and Clark Library
Missoula Public Library
Butte Silver Bow Public Library
Billings Public Library

2013-14 Montanalibrary2go Content Budget
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Cost Share Funds from Member Libraries	\$	141,526.00
2013 Donation from L& C for Holds	\$	7,314.00
Total	\$	148,840.00

Holds = \$4,000/month * 12 months =	\$	48,000.00
MARC records	\$	7,442.00

Total for Monthly Purchasing	\$	93,398.00
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AUDIO		E-BOOKS	
Audio 40% of Total	\$ 37,359.20	E-Books 60% of Total	\$ 56,038.80
Standing Orders	\$ 4,500.00		
TOTAL PURCHASING	\$ 32,859.20		
Total Purchasing per month	\$ 2,738.27	Total Purchasing/ month	\$ 4,669.90
Fiction (60%)	\$ 1,642.96	Fiction (50%)	\$ 2,334.95
All Nonfiction (17.5%)	\$ 479.20	All Nonfiction (25%)	\$ 1,167.48
YA Fiction (12.5%)	\$ 342.28	YA Fiction (20%)	\$ 933.98
Juv Fiction (10%)	\$ 273.83	Juv Fiction (5%)	\$ 233.50
	\$ 2,738.27		\$ 4,669.90

DONATIONS:

5% of any donations to MontanaLibrary2Go will be set aside for the purchase of MARC records. Montana State Library will provide a quarterly report of all donated funds to the selection team. The selection team will adjust the monthly totals for purchasing for the fiscal year. If libraries with members on the selection team donate funds to MontanaLibrary2Go, their selector may elect to create carts (separate from the regular monthly cards) to spend the donation funds. (All regular selection procedures and guidelines will be followed.)

NEW MEMBER LIBRARIES:

When new member libraries join MontanaLibrary2Go, Montana State Library staff will provide a report of additional funds to the selection team. These additional funds will be used to increase funding spent monthly on holds. The selection team and Montana State Library staff will work with Overdrive to increase the monthly total for holds accordingly.

PURCHASING PROCEDURE:

The selecting library for each month will create carts for the full Selection Team to review by the 15th of the month.

The full Selection Team will have 10 days to review the proposed carts for that month, before Lewis and Clark Library submits the carts to OverDrive for purchase on the 25th of the month.

After the items have been purchased, the selecting library will do a spot check of the titles in MontanaLibrary2Go to verify that the items purchased have been added to the collection. Once the spot check has been done, the selecting library will notify the Montana State Library that the materials have been added.

SELECTION GUIDELINES:

The selecting library each month is required to follow these guidelines during the process:

1. Selections must represent areas of interest to patrons across all member libraries currently in the consortium: (http://msl.mt.gov/For_Librarians/For_All_Librarians/Downloadable_E-Content/default.asp)
2. Content Reserve usage reports must be utilized during the selection process.
3. The selecting library will double check that the formats selected conform to the current collection practices of the consortium. Lewis and Clark Library (Karla Ritten) will do a final check before submitting the carts to OverDrive.
4. The 8 to 12 (8 one copy/one user carts and up to 4 metered access carts) proposed carts will be ready for review by the full Selection Team no later than the 15th of each month. The library in charge of selection for that month will alert everyone via the Selection Team listserv that the carts are ready for review and give that month's review deadline date.
5. For FY2013: New Library startup contributions will be put towards holds.

6. The selecting library for the month may check the holds report and order extra copies of any titles that are over the 5:1 hold ratio manually.
7. The selecting library will receive Overdrive emails (forwarded from Karla Ritten, Lewis & Clark Library) indicating which metered access titles are close to expiring. The selector may order additional titles.
8. The selecting library will review the patron request carts (one copy/one user and metered access). The requests can be exported to an excel spreadsheet. Sort functions can be used to remove items that do not fit selection criteria. (Starting in May 2013 patrons will be limited to 5 requests/month.) Selectors should wait to build carts until after the request carts are built on the 5th of the month.
9. MontanaLibrary2Go purchases the following formats: EPUB, OPEN EPUB, KINDLE, PDF, MP3 AND WMA.
10. All audiobooks will be unabridged.
11. All MontanaLibrary2Go items will be purchased as individual items rather than as book bundles.

Selection Team Members (As of April 2013)

Bozeman Public Library: Katie Biehl
Lewistown Public Library: KellyAnne Terry
Flathead County Library: April Szuch
Great Falls Public Library: Susie McIntyre
MSU Billings Library: TyRee Jenks
Lewis and Clark Library: Karla Ritten
Missoula Public Library: Annie Alger
Butte Silver Bow Public Library: Stef Johnson
Billings Public Library: Dee Ann Redman